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Executive Registry

65-4731

13 August 1965

MEMORANDUM FOR: Executive Director - Comptroller

SUBJECT : Handling Visiting VIPs

1. This memorandum contains a recommendation in para. 8 below affecting front office procedures for handling U.S. Ambassadors and other VIPs.

2. Following a discussion of the matter at a recent Morning Meeting, we have reviewed the procedure for handling visiting VIPs, with particular emphasis on U.S. Ambassadors.

3. We find the present procedures sound and recommend no change except in the manner in which these are implemented with respect to front office attention.

4. Agency Regulations [ ] provides that the Office of Central Reference (Liaison Staff) shall

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"Notify the Office of the Director whenever a senior U.S. Government official is scheduled to be briefed or debriefed at headquarters."

This was put in to enable the DCI or DDCI or the Executive Director to invariably extend a greeting on behalf of the Agency or to participate as desired in the briefing or debriefing arranged.

5. The front office in fact did so in only 29 of 90 VIP cases during FY 65, and of late has done so in fewer and fewer cases.

6. Under present arrangements you have asked for recommendations on whether DCI or DDCI should meet with an Ambassador. My view is that one of you three should invariably at least greet such a guest, and that it can easily be settled at the Morning Meeting who will do it and specifically how--whether a brief handshake during the course of the briefing or a more extended meeting in the DCI's own office.

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DDP in the field. For this reason it is imperative that he learn a little about the other parts of the Agency while in headquarters. This will be his only chance. Moreover, the Ambassador's other Embassy programs, in particular State's, are of vital interest to CIA (e.g., political and economic reporting; biographic data; photos and publications). Only by consulting with DDI people will he be made aware of our needs and of our dependence upon him to satisfy them.

**8. I therefore recommend:**

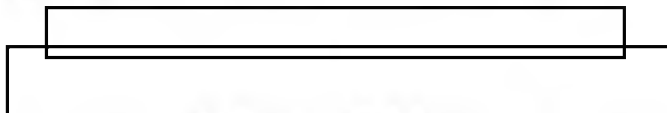
Done at morning  
meeting 30 Aug 65

a. That members of the Executive Committee be requested to study [redacted] and review their own procedures for playing the role assigned to them therein.

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DCI wishes to see  
them personally  
if possible

b. That your office arrange as a matter of course to have DCI, DDCI or yourself, or, if necessary, a member of the Executive Committee designated by you extend the Agency's greetings to VIPs--in particular to the U.S. Ambassadors.



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**PAUL A. BOREL**

**Assistant Deputy Director for Intelligence**

**Attachments:**

**TAB A: Notes on the Operation of CIA's Program for Briefing Ambassadors and Other VIPs**

**TAB B: HR 51-2, CIA Briefing and Debriefing Program**

**Recommendation in para. 8 APPROVED:**

/s/ L. K. White

30 AUG 1965

**Executive Director - Comptroller**

**Date**

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O/DDI:PA

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TAB A

**NOTES ON THE OPERATION OF CIA'S PROGRAM  
FOR BRIEFING AMBASSADORS AND OTHER VIPS**

25X1 1. Agency Regulation ☐ in its policy declaration states that this Agency shall pursue on a continuing basis a vigorous--but selective--program of classified briefings. OCR is the designated central point for arranging Agency-wide participation in that program. This paper reviews how the program has been operating with respect to the VIP category, e.g. Ambassadors, Senior Military Commanders, MAAG Chiefs, and AID Mission Directors. 25X1

2. Records available within Liaison Staff, OCR, show that during FY 65, 90 such briefings were arranged, broken down as follows: 22 Ambassadors, 20 military of General and/or Flag rank, 17 from USIB agencies, 5 from non-USIB agencies, 2 from non-government sources, and 24 foreign visitors. Out of this total of 90, either the DCI, DDCI, or Executive Director participated in 29. Total Agency participation in just this series of briefings included 679 people. For your information, during this same period Liaison Staff arranged for 55 debriefings on the comparable level.

3. The Department of State compiles and furnishes OCR with a weekly listing of Ambassadors/Chiefs of Mission who are available. This list is given Agency distribution to determine substantive interest. In addition to this listing, requests are received via the office of the Deputy for Coordination INR, State, to brief certain of the Ambassadors. OCR makes no effort to routinely request every one of them for Agency briefing.

4. Information on the availability of Senior Military Officers for briefing is received from the Office of the Joint Chiefs of Staff, DIA, and the Military Assistance Institute. Not only do these units furnish information, they also on occasion specifically request that the Agency brief some of the officers. In most cases we attempt to tailor the briefing session to suit the individual needs of the person being briefed.

5. Interest is generated from within the Agency--at various levels--for briefing arrangements to be made by OCR. This interest covers USIB, non-USIB, as well as non-government including foreign visitors.

6. The same general procedure is followed for each so-called VIP category.

- a. The DDI components notified are: O/DDI, ONE, OCI, ORR, CGS, and other components as applicable. The DDS&T is notified through one control point--the Action Staff.
- b. The DDP is notified via one control point in FI/[ ] This control point then notifies the DDP and the Division Chief concerned.
- c. Within the DDS, the Office of Communication is alerted on Ambassadorial briefings only. OTR/IS/OB is called on when we need them for an orientation type presentation.
- d. As a matter of routine, the Office of the Executive Director is notified for his information and to inform the DCI and DDCI. In this same context, the O/DDI is informed.

7. A recent Executive Director request has resulted in an arrangement with the Offices of the DDP, DDI, and DDS&T to the effect that they make recommendations through OCR back to him on their feeling as to whether the DCI or the DDCI should meet with the visitor. This word is relayed to the Executive Director by a short memo, or if time does not permit, through a phone call. However, quite often the DDP will make direct arrangements with the O/DCI, keeping OCR fully informed.

8. When briefing arrangements are finalized, a schedule is usually prepared and copies, to include biographic data on the visitor, are sent to the O/DCI, O/DDCI, Exec. Dir., O/DDI, O/DDP participants, and to the control points.

9. Administratively, security clearances are checked on, arrangements are made for conference rooms, receptionists, transportation as needed, escort service, use of the Director's elevator, and even coffee to be served during the course of the briefing session.

10. It is incumbent on those participating offices to furnish qualified briefers, chairmen, and conference space as required in order to ensure that the Agency impart the best possible image in these presentations. Generally speaking this is being done; the occasional lapses are brought to the attention of seniors in the components concerned and deficiencies corrected.

11. There was some concern about the low level of some of the participants, notably in the case of the [ ] Register/OCR, who participate primarily in Ambassadorial briefings. From personal observation, these people do a competent job; these sessions, usually of 15 minutes duration, give the Register an opportunity to present community needs on biographic reporting and serve to reemphasize the Foreign Service responsibility for biographic collection. They have been in all observed instances well received by the Ambassadors. This type briefing was afforded the Ambassadors by the State Department prior to the program being transferred to the Agency.

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12. A recent conversation with the Office of the A/DDP revealed that the present system of notification of briefings via the control point in FI/[ ] has proved to be quite adequate and for us to notify the DDP Division Chiefs would not be necessary.

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13. As of now, we believe the program to be highly effective--serving both the needs of the visitor and the Agency. The recent interest of the Executive Director plus that of the DDI should tend to create more of an awareness on the part of the top Agency officials of this on-going program. However, an increase in top Agency official participation is needed if we are to fully capitalize on the opportunity which these visits afford.

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